United Nations ST/IC/2007/28

Secretariat

20 July 2007

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **2007 competitive examination for editorial assistants (English/French/Spanish)**

1. The written component of a competitive examination for trilingual (English/French/Spanish) editorial assistants will be held tentatively on **28 September 2007** at Headquarters in New York. The purpose of this examination is to establish a roster from which present and future vacancies for trilingual editorial assistants at the G-7 level will be filled in the Official Records Editing Section, Documentation Division, Department for General Assembly and Conference Management.

2. The examination is open to staff members of the Secretariat at Headquarters in the General Service and related categories, in accordance with the provisions of administrative instruction ST/AI/1998/4, entitled "Competitive examinations for the placement of General Service and related categories in particular occupational groups".

3. Staff members applying for the examination must:

(a) Have satisfactorily completed their secondary education;

(b) Have English, French or Spanish as their main language[1] and an excellent working knowledge of the other two languages. The Board of Examiners appointed by the Assistant Secretary-General for Human Resources Management requires that candidates be able to support their claims of knowledge of these languages by relevant documentation in their official status files. Staff members who have enrolled in the United Nations Language Training Programme must have passed the language proficiency examination in those languages. Those who have not pursued language courses at the United Nations must substantiate their claim of knowledge of those languages by attaching to their applications photocopies of

* Expiration date of the present information circular: 31 December 2007.

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to English, French or Spanish as their main language must be supported by relevant documentation in their official status files.

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diplomas or certificates from a language school or a brief explanation of how they acquired knowledge of the languages claimed;

(c) Have excellent word-processing, desktop publishing and various United Nations and other database skills.

4. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the decision of the Board with respect to their applications. Decisions of the Board are final.

5. The written examination will consist of three separate parts, as follows:

Part I (2 hours)

A. Preparing texts in French and Spanish following the English version of the same text.

B. Identifying the elements in the English, French and Spanish texts provided that should be verified and researched prior to editing.

Part II (1 hour)

Writing an essay of approximately 300 words in English, French or Spanish. Candidates will have a choice of two topics on a general United Nations-related subject.

Part III (45 minutes)

Answering questions in English related to the organizations of the United Nations system.

The use of dictionaries or any other reference material is not permitted during the examination.

6. Parts IV and V will be administered only to those candidates who have achieved a satisfactory score on the first three parts. Parts IV and V will be as follows:

Part IV (1 hour)

Carrying out searches and retrieving information using the Official Document System of the United Nations (ODS) and the Internet.

Part V (1 hour and 30 minutes)

Preparing an electronic version of a French and of a Spanish document to conform to the format of the English versions provided.

7. On the basis of the results of both the written and the computer components of the examination, the Board will invite selected candidates to interviews. The Board will interview the candidates to assess their personal qualities. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview should not assume that they will be offered an assignment.

8. On the basis of the overall results of the examination, the Board of Examiners will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster of editorial assistants. All candidates will be informed in writing of the Board's final

recommendation with respect to their candidature. Recommendations of the Board are not subject to appeal. The Board does not release individual scores.

9. Staff members included in the roster will be assigned to posts as and when vacancies occur in the Official Records Editing Section, Documentation Division, Department for General Assembly and Conference Management, for a trial period of two years. Staff members who are already at the G-6 or G-7 level will be assigned at their respective level. Others at a lower level will be granted a special post allowance at the G-6 level. Staff members who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and by the Office of Human Resources Management will be promoted to the G-7 level. Staff members who do not successfully complete the trial period will be reassigned to posts at their previous level, and the special post allowance, if any, will be discontinued.

10. The main duties and responsibilities of editorial assistants are to carry out the research work needed for the editing and subsequent publication of official records of the United Nations and to prepare manuscripts for editing and desktop publishing.

11. Staff members applying for this examination should complete the attached form and submit it to the following office no later than **31 August 2007**:

2007 competitive examination for editorial assistants
Examinations and Tests Section
Division for Organizational Development
Office of Human Resources Management
Room S-2575
Fax: (1-212) 963 3683
E-mail: OHRM_exam@un.org

12. A sample examination may be obtained from the web page of the Examinations and Tests Section at:

http://www.un.org/Depts/OHRM/examin/iwelcome.htm

Application[a]

2007 competitive examination for editorial assistants (English/French/Spanish)

Index No.[b] ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract: _____ Expiration date: _____

Department/office:[c] _____ Duty station: _____

Room No.: _____ Extension: _____

Have you taken this examination before? Yes ☐ in (Year) ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ in (Year) ☐☐☐☐ No ☐

If yes, which examination(s): _____

What is your main language?[d] _____

A. Knowledge of other languages

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

B. Indicate your ability in each of the languages mentioned above

Language	*Read*		*Understand*		*Speak*		*Write*	
	Easily	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

C. University degree or equivalent or post-secondary educational qualifications

Name of institution (include place and country)	*Language of instruction*	*Attended (month/year)*		*Degree or equivalent*[c]	*Main field of study*
		From	*To*		

D. Secondary school qualifications

Name of institution (include place and country)	*Language of instruction*	*Attended (month/year)*		*Certificate or equivalent*[c]	*Main field of study*
		From	*To*		

I have read information circular ST/IC/2007/28 and I understand that, if I am successful in the 2007 competitive examination for editorial assistants (English/French/Spanish) and am recommended for inclusion in the roster, my assignment as an editorial assistant will be subject to my acceptance of the conditions of service indicated in paragraph 9 of the circular.

Date: _____ Signature: _____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

Notes

[a] Staff members applying for this examination **must complete this application**. In addition, staff members **must attach** written proof of claimed secondary educational qualifications. Applications that are incomplete or that do not include essential information or documentation will be returned to the staff member for completion and resubmission **by the deadline for receipt of applications** to the Examinations and Tests Section, Office of Human Resources Management. In this connection, staff members are informed that extensions for receipt of applications in the Examinations and Tests Section will **not** be granted. Therefore, staff members are advised to submit their applications on time.

[b] Normally appears on your grounds pass, monthly salary statement and P.5 personnel action form. If not, please contact your personnel officer to obtain your number.

[c] Staff members should indicate the department or office to which they are currently assigned, e.g., DGACM, OCS, ECE, UNCTAD, UNOV or other (please specify).

[d] Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) above.

[e] Give exact name and title in original language. Do not translate or equate.